

Dear Full Exam or Score Transfer Applicant,

Below are the instructions for completing an application for a Pharmacist license with the Arizona State Board of Pharmacy.

To apply for an Arizona pharmacist license you must have the following qualifications: You must be a **graduate** of an accredited pharmacist degree program. If you are a **graduate of a foreign university**, you **must** have **your original FPGE certificate**. You **must** also be a **US citizen** or a **legal resident with permission to work** in the **United States** and **must** meet **all current US immigration policies**. Foreign graduates who are here on a student visa must check with US immigration services before applying.

Complete the application. You may apply **online** or **by mail**. To apply by mail, call the board to request an application by fax or mail. Be sure to complete all of the required information. **Your application will be returned to you if it is not complete!** When mailing in your completed application, please be sure you include **the \$50 application fee**. We will accept a check, money order, or bank draft. **Please do not send cash in the mail!** Be sure to **include your social security number** at the bottom left hand corner of the page. **Sign and date the paper application.**

If you would like to apply online, please go to our website at **www.azpharmacy.gov**. The **application can be found by clicking on the right hand side of the home page under the NEWS heading**. Locate the section **"Apply for a license online"**. This will pop open a second page. From there, scroll down until you find the **pharmacist** section of the page. Click on **Apply by Full Exam** if you need to take both the NAPLEX and MPJE exams for licensure and follow the instructions online. Select **Apply by Score Transfer** if you have score transferred your NAPLEX exam score to Arizona. If you have applied online and feel that there may have been a processing error, please contact the board **before** trying to re-apply online. For those applicants applying online, you will be required to pay by credit card to complete the application process. Please be sure to include your phone number with area code and your e-mail address, if you have one. If your mailing address is different from your residence, please be sure to provide that information. When you have successfully completed the online application process, a confirmation number will be issued to you.

Other requirements for licensure:

1. One small photo, signed across the front, to be submitted with the application.
2. A copy of your birth certificate or passport **(must be a notarized copy)**. **Reminder--** You must be a US citizen or US resident legally able to work in the United States under current US immigration policies. If you have any questions please contact the US Immigration and Customs office.

3. **An official finalized college transcript SENT DIRECTLY** from the college of pharmacy from which you graduated. Because this must be received by this board in order to complete your application, we advise that you request your transcript early in the process to avoid delays. (A certified letter from the registrar stating you have graduated is acceptable until a finalized transcript is available). **NOTE: If you are a graduate of a foreign college or university, the following replaces the transcript: A notarized copy of your FPGECE certificate (Foreign Pharmacy Graduate Examination Certificate).**
4. 1500 intern training hours. To receive credit for out-of-state intern training hours, request the Board of Pharmacy in the state in which you received your training to verify the earned hours to the Arizona State Board of Pharmacy.
5. Preceptor Letter. A printable copy is available online under the **FORMS** section of the home page.
6. **Proof** of any name change (i.e.: a notarized copy of a marriage license, divorce decree, court documents legally granting a name change.)
7. Pass the NAPLEX and MPJE exams. The NAPLEX and MPJE are computer-adaptive examinations administered by approved NABP testing centers. You must register with NABP to take the exams. To register and pay fees online for the NAPLEX, MPJE and Score Transfer, please go to **www.nabp.net** and follow the instructions.

If you have any questions, please call:

Valerie Suwinski, Exams and Licensing Coordinator at (602-771-2761) or e-mail at vsuwinski@azpharmacy.gov

ASBP R-4 (Rev. 12/07) vs